

# Karthik R

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9110606002

## Personal Info

**Date of birth:** 31/10/1994

**Present Address:** #411 D-block radiant Lake View Apartments, Medahalli Bangalore 560049

## Skills

- Technical knowledge in MS-Office
- SAP – ERP - MM
- Analytical skills
- Self-management
- Written and oral communication skills

## Areas of Interests

- Travelling
- Cycling
- Networking
- Guitarist
- Football

## Languages

- English
- Malayalam
- Hindi
- Kannada
- Tamil

## Objective

To obtain a position that would help to improve my skills and competencies, thus enhancing the organisation's growth and individual progress.

## Education

*MBA in Marketing*

Community Institute of Management Studies – Bangalore University  
2017 – 2019

*Bachelors in Computer Applications*

The Oxford College of Science – Bangalore University  
2012 – 2015

10<sup>th</sup> Kendriya Vidhyalaya NAL  
2010

## Experience

*Procurement Analyst (International Refinery Clients)*

At **Daksha Procurement and Trades** Oct-2019 to Jul-2022

### Job responsibilities:

- Quick analysis on Clients requirement and execution within concerned department.
- Connecting with respected manufacturer/supplier/distributor to discuss the requirement.
- Back to back, close co-ordination with the manufacturer and client to clarify and address technical queries.
- Receive quote from manufacturer to confirm technical compliance. Negotiating, preparing and sending quote to clients.
- Acknowledgement and verification of order received, negotiating on commercial terms and order placements on suppliers.
- Follow-up orders to get progressive update.
- Coordination with logistics department, raising related invoices, and commercial documents.
- Documenting orders for future reference and quick tracking.

## Projects

- Completed a mini project titled “A study on perception of youth towards entrepreneurs and entrepreneurship in Bangalore city” in the year 2018
- Completed main project titled “A study on problems and issues for sourcing Engineering products from India to oil refineries at Daksha Procurement and Trades” in the year 2019.